

IMPORTANT REMINDER:

The Airman and Family Readiness Center offers a wide variety of classes and seminars listed below to help you prepare for your job search. Don't forget to sign up today by calling 02451-63-3791.

- **Local Job Search**
- **Interview Skills**
- **RESUMIX/Federal Job Application Process**
- **Resume Writing**

Please call us to find out the dates and times!

GK Airman and
Family Readiness Center
Building 78

Commercial: (49)2451633791

Monday-Friday
0800-1700

Consolidated Employment Guide



It's a **JOB** looking for a job,
so arm yourself with our
Consolidated Employment Guide!

We know that Geilenkirchen’s job search process can be challenging; however, we have employment services, tools, support and assistance for you at the Airman and Family Readiness Center.

This booklet has been compiled to help you learn about the opportunities available at Geilenkirchen. We encourage you to call or visit the Airman and Family Readiness Center as we are here to assist you.

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AFSC/MOS Conversion:
<http://online.onetcenter.org>

70+ Tools For Job Hunting 2.0:
<http://mashable.com/2007/07/21/job-hunt/>

Veterans Information – Office of Personnel Management:
<http://www.opm.gov/veterans/ref.asp>

GS Qualifications – Office of Personnel Management:
<http://www.opm.gov/qualifications/>

Dictionary of Occupational Titles:
http://www.theodora.com/dot_index.html

Useful Websites:

Air Force Internal Positions:

<https://ww2.afpc.randolph.af.mil/resweb/>

Army:

<http://acpol.army.mil/employment>

Navy:

<http://www.donhr.navy.mil/>

Air Force External Positions / All Federal Jobs:

<http://www.usajobs.opm.gov/>

Job Search Website:

<http://federaljobsearch.com/default.asp?cid>

DoDDS

(Department of Defense Schools) Personnel Office

Isles District

Unit 5185

APO AE 09461

Mon-Fri 0730-1630

1. Where is the DoDDS Employment Office located?	It's located in Isles, England. For an application packet, visit the main office at the GK or AFNORTH elementary school or AFNORTH High School.
2. What type of jobs does the DoDDS Employment Office offer?	It offers U.S. Appropriated Fund positions, which are open continuously. You submit your application, and they keep it on file until your DEROS.
3. What do I do to begin my job search with DoDDS?	Pick up an application package from the school administration office for the appropriate grade level you're interested in. The elementary school is K-6. There is also an elementary, junior high and high school at AFNORTH.
4. Can I fill out the forms using the computers at the A&FRC?	Yes, your A&FRC has a resource room equipped with 8 computers with internet access.
5. Who can apply?	Only U.S. Citizens may apply for the Appropriated Fund Positions.
6. Where do I turn in the application package?	You drop it off at the GK or AFNORTH elementary school or AFNORTH High School main Office.
7. When do I hear from DoDDS?	Approximately after three weeks, you will receive a letter stating that your application has been received.
8. Is there anything else I need to know about DoDDS Employment?	Yes. When you complete the package, you need to take a copy of it to the school where you desire to work.
9. What about teaching positions?	For vacancy information, view the following website: http://www.eu.dodea.edu/pers/vacancies.htm

NATO E3-A Component

Civilian and Recruitment Services Section

Post Box 411008

APO AE 09104

Comm.: 02451-63-2343/2344 Fax: 02451-63-2321

Mon-Fri 0900-1100 and 1400-1500

1. Where is the NATO Human Resources Office located?	It's located in Bldg 8. Civilian staff are located in rooms 13, 14 and 15. They are available from 0900-1100 and 1400-1500 Monday to Friday.
2. What type of jobs does NATO offer?	Most jobs open to family members are usually administrative. Some are only open to NATO personnel.
3. How do I begin my job search with NATO?	Watch for postings in the Skywatch and the Component Bulletin. Detailed advertisements are posted in bldg 8 and on the E3A website: www.e3a.nato.int/html/job_vacancies/jobs.htm .
4. Where can I find an application?	Applications can be picked up at bldg 8. A photo is required on the application.
5. Who can apply?	U.S. Citizens, dependents, NATO country citizens, U.S. government civilian employees and active duty military members may apply.
6. Where do I turn in the application package?	It should be taken to the Civilian Recruitment and Services Section located in Bldg 8.
7. When do I hear from NATO?	You'll be contacted if you qualify and there is interest in interviewing you.
8. Is there anything else I need to know about NATO?	Yes. If you cannot identify with a specific vacancy, you may wish to submit a "general application" letter which will remain on file until your qualifications are needed.

Community Bank and Andrews Federal Credit Union

Community Bank:

Tues, Wed, Fri: 1000-1700, Thurs 1100-1800

Sat: 1100-1530

Comm.: 0031-46-443-7412

Andrews Federal Credit Union:

Tues, Wed, Fri, Sat: 0900-1600, Thurs: 1130-1700

Comm.: 0031-46-443-7507

1. Where is the Community Bank and Andrews Federal Credit Union located?	Both buildings are located on Schinnen US Army Garrison near the exchange.
2. What type of jobs do these organizations offer?	Professional positions in the field of finance. Financial experience is required.
3. Where do I pick up an application?	Visit the local office for an application. Hiring is usually done by the local manager.
4. How long are applications kept on file?	Applications are kept on file for 90 days.
5. Is there anything else that I need to know about employment with these organizations?	Yes. Accepting a position will not jeopardize your spousal preference. Also, weekend work may be required with these jobs.
6. Where do I turn in the application package?	Turn it in at the local branch and attach a resume.

NATEX
 (North Atlantic Treaty Exchange)
 Canadian Post Office Box 4000
 CFPO 5053
 52511 Geilenkirchen, Germany
 (+49)02451-915-2135
 Fax: (+49)02451-915-2155
 Email; personnel@natex.de

1. Where is the NATEX Canadian retail operations office located?	It is located just right outside the main gate of Geilenkirchen NATO air base.
2. What type of jobs does the NATEX offer?	NATEX offers various positions in retail, office or services. Positions and qualifications may vary.
3. Where are these jobs posted?	NATEX postings are found in the US Post Office, at various NATEX facilities and at the NATEX employment office the A&FRC, and online at www.Natex.de .
4. Who can apply?	U.S. citizens, local nationals and NATO country citizens may apply. A NATO ID is required.
5. Where do I turn in the application package?	To the NATEX Human Resources Office.
6. How will I be paid and is weekend work required?	NATEX positions are paid in Euro, and weekend work may be required, depending on the position. Pay is tax free!
7. Is there any other information that I need to be aware of?	Yes. NATEX positions do not use spousal preference for Civil Service. Permanent positions have benefits.
Contract Positions: From time to time, there are contract positions at the A&FRC, Education Center, Geilenkirchen Clinic, and the Chapel. Contact these organizations for further information.	

US Air Force (USAFE) CPO
 (Civilian Personnel Liaison Office)
 470 ABS/CC
 Unit 3485
 APO AE 09104
 Comm.: 02451-63-2210
 Mon-Fri 0800-1700

1. Where is the CPO located?	The GK CPO liaison is the 470th Commander's secretary located in bldg. 88.
2. What type of jobs does the CPO handle?	U.S. Appropriated Fund (NSPS)/Local National Designated Jobs
3. What do I do to begin my job search with the CPO?	Job announcements are posted online at http://www.usajobs.opm.gov/ ; location search Geilenkirchen. Also advertised in bldg 88, the US Post Office, and the A&FRC. The A&FRC offers a course on applying for Federal Jobs.
4. Can I fill out the forms using the computers at the A&FRC?	Yes, your A&FRC has a resource room equipped with 8 computers where your electronic 'Resume' (Resumix) can be posted online.
5. Who can apply?	Only U.S. Citizens may apply for the Appropriated Fund Positions. Only local nationals may apply for the Local National Designated Positions.
6. Where do I turn in the application package?	Submit Resumix applications online at https://www.usajobs.opm.gov . This automated software manages your 'Resume'. Once accepted, apply for jobs by "Self Nominating"
7. When do I hear from the CPO?	Generally you receive status in 3 weeks online at the "Check On Self Nominations Status" at the USAJOBS website.
8. Is there anything else I need to know about the CPO?	Yes. NSPS positions are limited on this base. Also remember that once you have accepted a job offer, you will use your Military Spouse Preference for your current assignment.

AAFES
 Army & Air Force Exchange Service
 Human Resources Office
 APO AE 09703
 Comm.: 0031-46-443-5036
 Mon – Fri 0800-1700

1. Where is the AAFES Human Resources Office located?	It is in the main PX, next to the cash cage. Located on the Schinnen Army Post.
2. What type of jobs does AAFES offer?	It offers positions in various AAFES facilities. The positions are open continuously.
3. What do I do to begin my job search with AAFES?	Apply online at AAFES.com or visit the AAFES Human Resources Office or the A&FRC for information.
4. Who can apply?	U.S. citizens, local nationals and NATO country citizens may apply for AAFES positions.
5. Where do I turn in the application package?	Applications are made online at AAFES.com.
6. When do I hear from the AAFES Human Resources Office?	As soon as the job you have applied for becomes vacant, provided that you qualify for that job.
7. Is there any other information that I need to be aware of?	Yes. A majority of these positions are at Schinnen. Also, if these positions are part-time or permanent, you will lose your military spouse preference.
<u>JOB SEARCH CLASS:</u> The A&FRC is now teaching <u>Federal Job Application and Job Search</u> . Please contact your A&FRC for dates and to reserve a space.	

US Army CPO
 (Civilian Personnel Office)
 Employment Assistance Center
 HQ Bldg, 8
 APO AE 09703
 Comm.: 0031-46-443-7305 DSN 360-7305
 Mon-Fri 0800-1700

1. Where is the Army CPO located?	The CPO Admin Program Specialist is on the Schinnen Army garrison in the Headquarters building 8,rm220.
2. What type of jobs does CPO offer?	It offers U.S. Army Appropriated Fund Positions, and NAF positions.
3. What do I do to begin my job search with CPO for the Army?	Visit the following website to download the Job Kit; www.acpol.army.mil . Or stop by the A&FRC for assistance.
4. Can I fill out the application forms using the computers at the A&FRC?	Yes. The Army uses the RESUMIX system. For more information on this system visit http://www.acpol.army.mil
5. Who can apply?	Only U.S. Citizens may apply for the Appropriated Fund Positions.
6. Where do I turn in the application package?	Applications are submitted on-line. Use the job kit and on-line resume writer to create your application.
7. When do I hear from Army CPO?	You will be contacted if you are offered a job. You can stay informed thru your “answer” feedback account on the web.
<u>VOLUNTEERING IS WORTHWHILE BECAUSE YOU CAN:</u> <ul style="list-style-type: none"> • Help your community • Learn new skills • Networking opportunity • Gain additional experience • Refresh your skills Call the volunteer coordinator at 02451633791 for more info.	